



JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Area: **County Administration**

Class Code: 5311

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

High level administrative functions coordinating the County Manager's Office and the Board of County Commissioners' Office. The incumbent in this position is responsible for coordinating the office, which entails a diversity of responsibilities, and knowledge of Seminole County policies and procedures.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Coordinates the staff functions of the County Commissioner's Office, County Manager's Office, other Departments/Divisions and the general public.

Coordinates special activities, assignments and schedules for the County Manager's Office. Supervises the Administrative Assistant and Staff Assistant and coordinates their respective job responsibilities.

Coordinates the schedules of the Board of County Commissioners' meetings and develops agenda for meetings. Develops a public hearing calendar for public viewing on the Internet. Responsible for coordinating and assembling the Board of County Commissioners agenda in a digital format for access by the public on the Internet. Trains and works with county staff towards achieving an accurate agenda in order to meet established agenda deadlines. Assures appropriate public notice of meetings to adhere to the "Meetings in the Sunshine" rule.

Researches and assembles materials from files and records for use in preparing reports, special projects, answering correspondence and inquiries. Develops a major projects report on the Seminole County Intranet for use by the Board of County Commissioners, Directors and other staff.

Routes telephone calls, routine inquires, and processes complaints from the general public, and provides assistance in resolving various problems encountered by the public, referring matters to other County departments/divisions as appropriate.

Takes and transcribes minutes for Board of County Commissioners meetings, work sessions, department director staff meetings and other meetings as assigned. Follows up with staff on any directives/requests made at these meetings.

Prepares and researches appropriate files needed for work sessions, meetings and appointments as required.

Trains and cross-trains other office staff as necessary to perform various administrative functions.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Considerable knowledge of County policies and procedures, and appropriate Florida Statutes, County Ordinances and resolutions. Knowledge of record keeping procedures and Florida Public Records Laws is essential.

Ability to maintain confidential information and records for the County Manager. Ability to collect and assemble information necessary for agenda preparation. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with all levels of county staff, elected officials and the general public.

Skilled in the use of personal computers and associated software, database systems, and spread sheets.

Associates Degree and five (5) years' of progressively responsible administrative experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.